Guided Staff Portal Setup

Jackrabbit offers a guided setup process that steps you through 5 tasks to get your staff ready to log in to the **Staff Portal**. Go to the **Gear** icon > **Set Up** > **Guided Staff Portal** and click the **Start Guided Setup** button.

Each step of the setup is saved individually. If you start the setup and need to finish at a later time, simply go to the **Gear** icon > **Set Up** > **Guided Staff Porta**l and click through to the step where you left off.

Use the links below to go to the help docs for each step:

Staff Portal Setup Step 1 - Staff Portal Settings

Staff Portal Setup Step 2 - Match Staff to User ID

Staff Portal Setup Step 3 - Auto-Assign Portal Login ID

Staff Portal Setup Step 4 - Staff Settings

Staff Portal Setup Step 5 - Send Portal Login Email